

**Water/Wastewater Commissioners’
Meeting Minutes
February 5, 2013**

Present: Robert E. Courage, Chairman
Dale A. White, Vice-Chairman
Michael E. Putnam, Member
David Boucher, Superintendent
Evelyn Gendron

Call to Order:

Chairman Courage called the meeting to order at 1:07 p.m.

Appointments:

Truck Bid Opening – Superintendent Boucher said two bids were received as follows:

Liberty International: \$84,700.00

Freightliner: \$83,579.00

Superintendent Boucher said he will compare and review the bids against the specifications distributed. Commissioner Putnam made the motion to award the truck bid to Freightliner, the low bidder, in the amount of \$83,579.00 in the event this bid meets all of the Town’s stated and required specifications, and for Superintendent Boucher to place the order for the vehicle. Vice-Chairman White seconded the motion. All voted in favor.

Decisions:

Approval of Meeting Minutes – Commissioner Putnam made the motion to approve the minutes of the January 22, 2013 meeting as amended. Vice-Chairman White seconded the motion. All voted in favor.

Approval of Non-Public Meeting Minutes – Commissioner Putnam made the motion to approve the minutes of the January 22, 2013 meeting as presented. Vice-Chairman White seconded the motion. All voted in favor.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the January 2013 Bill Commitment 130131 and for the January 2013 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the January 2013 Bill Commitment 130131 and for the January 2013 Final Bills issued.

Discussion/Information Items:

Curtis Well Electrical & Instrumentation Improvements Project Update – Superintendent Boucher said the Shoreland Permit approval has been received from the NH DES and he anticipates the project dig will occur this week, after coordination with G. A. LaFlamme. The equipment is available; it is hoped the personnel performing water main repairs today on Birch Lane can be assigned tomorrow for Curtis Well electrical conduit upgrade work.

Switchgear Bid & Project Update – Superintendent Boucher said bids received were opened at 2:00 p.m. on January 29, 2013 for the electrical portion of the switchgear project, were sent to SMR Engineering for review, and circulated the letter dated February 5, 2013 from Mr. Sadegh Radvar, President SMR Engineering, which summarized the bids as follows:

Low bidder:	Electrical Installations	\$215,470.00
Second low bidder:	G. A. LaFlamme	\$244,700.00
Third low bidder:	Longchamps Electrical	\$269,314.00
Fourth low bidder:	Ewing Electrical	\$272,000.00

Mr. Boucher read Mr. Radvar's recommendation to award this project to Electrical Installations. Following discussion of the needed arrangements for positioning the temporary power and coring during this project, Commissioner Putnam made the motion to award this bid to the low bidder, Electrical Installations in the amount of \$215,470.00 for the Wastewater Treatment Facility Electrical Main Gear Upgrade. Vice-Chairman White seconded the motion. All voted in favor. Chairman Courage signed three copies of the Notice of Award to be returned to SMR Engineering in order for Electrical Installations to proceed with obtaining bonds and insurance. Vice-Chairman White said now that the project has been awarded, time is of the essence to get this project underway, with Superintendent Boucher agreeing.

Activities Report – Reviewed by the Commissioners. Vice-Chairman White inquired of the collection system crew's planned activities for the coming week. Mr. Boucher said the crew will be involved with the Curtis Well electrical conduit upgrade work. Mr. White inquired about the generator block work performed by Power Up. Commissioner Putnam asked if Mr. Boucher knew whether a Town Department had knowledge of a Town department having recently opened/closed the pavement along Amherst Street near Chestnut Street that could have resulted in the pavement becoming noticeably uneven, i.e., storm drain or manhole work. Mr. Boucher offered to look into that.

Miscellaneous Water Utilities Department Project Updates – Mr. Boucher said the NPC site sampling results have been received, sent to Mr. Greg Smith, Wright-Pierce, and requested that a report be delivered in person during a future commissioner meeting to facilitate discussion. Mr. Boucher has begun a spreadsheet of the three test wells, itemizing elevated metals that warrant closer review, which he would like to forward to the commissioners. He said the organics did not appear to be above detection limits, and will he will review these again closely. Regarding the Dram Cup roof, Mr. Boucher said he received two reports today from Mr. Chris Berg, Wright-Pierce, and a memo from

D. N. Tanks. Commissioner Putnam recalled that the Holland Tank repairs could be performed for free. Upon further review of the recently received information on Dram Cup from D.N. Tank regarding the tank roof's integrity, he will assemble a list of pricing options and determine which information is still needed. Commissioner Putnam asked Mr. Boucher to obtain and present D. N. Tanks' recommendations for the repair of the existing roof, the hatch, the ventilation system, and repair vs. replacement costs at the next commissioners' meeting. Vice-Chairman White inquired whether a draft sewer agreement with the Town of Wilton could be a topic for the next meeting agenda. Mr. Boucher said he and Attorney Drescher spoke briefly during Milford's February 2nd Deliberative Session and that he would follow-up on this matter. Mr. Boucher said the office renovations would be finalized next week. Commissioner Putnam suggested Mr. Boucher communicate the commissioners' appreciation to the Water Utilities staff for efficiently executing the building improvements and relocating personnel within three offices and the lobby to better serve the public and enhance productivity. An employee appreciation luncheon will be scheduled.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, February 19, 2013 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Commissioner Putnam made the motion to adjourn the meeting at 2:45 p.m. Chairman Courage seconded the motion. All voted in favor.

Robert E. Courage, Chairman

Date

Dale A. White, Vice-Chairman

Date

Michael E. Putnam, Commissioner

Date